



BRISBANE BOYS' COLLEGE

Job Description

Title:	Finance Manager
Reports to:	Director Corporate Services
Department:	Corporate Services
Sub Department:	Finance
Direct reports:	6
Job Type:	Permanent, Full-Time
Hours:	38
Location:	Brisbane Boys' College, Toowong

Primary Objective

The Finance Manager leads and manages the Finance Team to ensure best practice, responsible stewardship, and financial compliance in relation to the College's finance systems, internal controls and overall finances.

The Finance Manager also contributes to the strategic direction of the College through sound analysis, forecasting and reporting in collaboration with the Director of Corporate Services.

Key Responsibilities

Financial Management: Brisbane Boys' College and related entities including Brisbane Boys' College Foundation (BBCF), Old Collegians Association (OCA) and Kensington Terrace Limited – Golf Complex (KTEL).

- Oversight of and responsibility for the financial management function of the College.
- Ensure the effective performance of the College's finance functions by managing efficient systems and processes:
 - Financial database information and software systems
 - Billing and accounts receivable
 - Accounts payable
 - Payroll
 - Debt and cash management
 - Fixed Asset maintenance
- Drive the preparation of the Annual Business Plan and budget and monitor expenditure against budget.
- Prepare and review financial reports, including monthly reports, annual financial statements, special purpose reports, financial and census reports required by statutory and government authorities.
- Oversee the payroll process.

- Oversee fee collection and administer debt recovery procedures in line with College policy.
- Oversee the accounts payable process.
- Oversee the monthly reconciliation of all general ledger accounts.
- Drive the development and implementation of financial management of the College.
- Maintain the accuracy and currency of finance policies and procedures.
- Ensure Management reports are prepared and reviewed by the Director Corporate Services for all relevant Board and Council Meetings including PMSA, BBC, BBCF, OCA and KTEL and Assist the Director of Corporate Services with management of College insurances.

Audit Management:

- Coordinate the annual audit process.
- Prepare adequate working papers and financial statements for the annual audits.
- Oversee the currency and accuracy of the College Asset Register.
- Ensure financial records are transparent and accurate and accord with all compliance requirements.
- Prepare applications for government grants.
- Manage the College's tax administration, including lodgment of BAS and FBT returns. Coordinate the completion of Federal and State Census and other statutory reporting requirements.

Organisational Relationships:

- Effectively lead, mentor, direct and coach the members of the Finance Team to undertake their work in a timely, efficient, and effective manner.
- Understand the role of each member of the Finance Team and be able to assist, support or backfill if necessary.
- Be prepared to act as Director of Corporate Services as required.
- Provide budget advice and guidance to budget holders.
- Act as the key contact for reporting and enquiries to external agencies such as ASIC, ATO, Workcover, etc.
- Due to the nature of the position, ensure all information relating to the College and any conversations that may take place remain confidential.

Professional Development:

- Commitment to the ongoing professional development in your role.
- Continue the development of ICT skills and technologies.
- Participate in the Individual Review and Development Plan process.
- Maintain professional competence and training.
- Uphold professional standards expected of this role.

Skills and Capabilities

- Demonstrated success in strategic financial planning.
- Knowledge of key legislative areas relevant to the role.
- Ability to manage multiple complex tasks with minimal supervision.
- Demonstrated ability to drive change and motivate teams.
- Demonstrated people management experience.
- Flexible, proactive and facilitative team member.
- Lead from the centre, owning and driving initiatives and processes.
- Exceptional oral and written communication skills.
- Solution focused with a strong capacity to manage problems and minimize and mitigate risk.

- Capacity to work to tight timeframes.
- Excellent ICT skills, including a demonstrated ability to utilize technology to create efficiencies.

Qualifications and Experience

Essential to the role:

- Tertiary qualifications in Business, Accounting or Commerce or equivalent with evidence of continuous learning.
- CA or CPA

Highly regarded:

Previous experience in the education sector.

General requirements

- Attend all relevant staff meetings.
- Attend whole school events as directed by the Headmaster.
- Undertake other duties as directed by the Headmaster or delegate.

Mandatory requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- All teaching staff must maintain current registration with the Queensland College of Teachers. All non-teaching staff must hold a current blue card for working with children.

Key Relationships

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| • Headmaster | • PMSA |
| • Director of Corporate Services | • BBC Advisory Council |
| • Finance Team | • BBC Foundation |
| • Executive | • OCA |
| • Staff | • KTEL |

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is therefore a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the Headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.